

Request for Quotation

15 April 2019

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

Quotation No. TPB-RFQ 2019-04-352

PR Nos. **4.038, 4.040, 4.041 & 4.058**

Requirements: Accommodation in Bohol, Cebu, Coron and Manila

Project Title: Innovative Travel Familiarization Tour on May 02 – 10, 2019

Qty	Particulars	Estimated Total Amount
	<p style="text-align: center;"><u>Accommodations for Innovative Travel Familiarization Tour on May 02 – 10, 2019 in Bohol, Cebu, Coron and Manila</u></p> <p><u>Background:</u></p> <p>The Department of Tourism, through the Tourism Promotions Board, is organizing a familiarization tour to Innovative Travel Company (ITC) for nine (9) travel agents, one (1) sales staff, one (1) Philippine Airlines representative and one (1) journalist. The familiarization tour will be conducted on 02 – 10 May 2019 at Bohol, Cebu, Coron and Manila.</p> <p>Innovative Travel Company (ITC) was founded in 1990 and based in Christchurch, New Zealand. It is a Boutique Tour Operator specializing in the Middle East and Asia. Innovative Travel Company began specializing in the Philippines in 2015 and is now a Philippine product wholesaler for travel managers in New Zealand. Its owner and managing director Ms. Robyn Galloway supported the DOT-MDG Business Mission in Christchurch in 2016 and was a resource speaker during the TPB Business Mission in Christchurch in 2018</p> <p><u>Details of the Event:</u></p> <ul style="list-style-type: none"> • Date: 02 – 10 May 2019 • Venue: Bohol, Cebu, Coron and Manila • Expected No. of Foreign Participants: 13 pax (including TPB Officer/s) <p><u>Purpose/Objectives:</u></p> <p>Through this activity, the following objectives will be met:</p> <ul style="list-style-type: none"> • Participating travel agents will be given the essential information on Philippine tourist destinations and tour packages, and actual visual experience of properties they can better sell it to their clients; • To up-skill the travel wholesalers and agents on how to be digital experts prior the breakaway tours so destinations will have the optimal exposure; and • To gain media mileage through write-up articles. 	

	<p><u>Scope of Work/Deliverables:</u></p> <p>Tourism Promotions Board requires the services of a resort/hotel that would be able to provide the following:</p> <p>Lot 1 PANGLAO, BOHOL CITY, PHILIPPINES</p> <ul style="list-style-type: none"> • A three (3) to five (5) star Department of Tourism Accredited hotel/resort located at Panglao, Bohol, Philippines • A hotel/resort that can provide five (5) twin-sharing rooms and three (3) single rooms accommodations for two (2) nights with buffet breakfast on 03 – 05 May 2019 (preferably Bellevue Resort) • A hotel/resort that caters to the New Zealand market <p>Lot 2 CEBU CITY, PHILIPPINES</p> <ul style="list-style-type: none"> • A three (3) to five (5) star Department of Tourism Accredited hotel/resort located at Mandaue City, Cebu, Philippines (preferably Maribago Bluewater Resorts) • A hotel/resort that can provide five (5) twin-sharing rooms and three (3) single rooms accommodations for one (1) night with buffet breakfast on 05 – 06 May 2019 • A hotel/resort that caters to the New Zealand market <p>Lot 3 CORON (BUSUANGA), PALAWAN, PHILIPPINES</p> <ul style="list-style-type: none"> • A three (3) to five (5) star Department of Tourism Accredited hotel/resort located at Busuanga, Palawan, Philippines • A hotel/resort that can provide five (5) twin-sharing rooms and three (3) single rooms accommodations for two (2) nights with buffet breakfast on 07 – 09 May 2019 (preferably Busuanga Bay Lodge) • A hotel/resort that caters to the New Zealand market <p>Lot 4 MANILA, PHILIPPINES</p> <ul style="list-style-type: none"> • A three (3) to five (5) star Department of Tourism Accredited hotel/resort located at Manila, Philippines • A hotel/resort that can provide five (5) twin-sharing rooms and three (3) single rooms accommodations for one (1) night with buffet breakfast on 09 – 10 May 2019 (preferably The Manila Peninsula) • A hotel/resort that caters to the New Zealand market <p><u>Eligibility Requirements:</u></p> <ol style="list-style-type: none"> 1. Must be Department of Tourism accredited. 2. Must be a member of Department of Tourism recognized organizations <p><u>Budget:</u></p> <p>The allotted budget is Php424, 000.00 (inclusive of all applicable taxes).</p> <p><u>Payment Procedure:</u></p> <p>Send bill to the Tourism Promotions Board – Attn: James A. Sy, after the completion of services.</p> <p><u>Evaluation Procedure:</u></p> <p>The winning bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the budget per lot and/or below total budget.</p>	<p>Php128, 000.00</p> <p>Php64, 000.00</p> <p>Php176, 000.00</p> <p>Php56, 000.00</p>
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Terms	30 days upon receipt of invoice
Delivery	15 days after received P.O
ABC	Php424, 000.00 inclusive of all applicable taxes

The last day for submission of **quotation** is not later than 10:00 a.m on **19 April 2019**, email at farhan_ambiong@tpb.gov.ph or thru fax no. 526-5971, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

NILO C. ABON

Officer – In – Charge
Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**
Contact No 525-9318 loc 208

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. *SEC/DTI Certificates*
2. *Business Permit/Certification*
3. *TIN Certificate/Registration*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership*
6. *Notarized Omnibus Sworn Statement*

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____